



# County of Galveston

## Human Resources

### JOB POSTING NOTICE

**Galveston County is seeking a new Activity Assistant to work at the Senior Center for Parks and Cultural Services!** The right candidate will be responsible for the implementation of senior activity programs.

**JOB TITLE:** Activity Assistant (**PART TIME**)

**DEPARTMENT:** Parks and Cultural Services

**HOURLY RATE:** \$10 an hour

**JOB GRADE:** 2C

**OFFICE ADDRESS:**

4503 11th St.  
Bacliff, TX 77518

**OFFICE HOURS:**

8:00am to 5:00pm,  
Monday – Friday

**PHONE:** (409) 770-5418

**FAX:** (409) 770-5351

**WEBSITE:** <http://www.galvestoncountytexas.gov/hr/Pages/Jobs-Online.aspx>

**PART TIME WITH BENEFITS:**

- Medical
- Dental
- Vision
- Disability
- TCDRS Retirement
- AUL Alternative Plan to Social Security

**TO APPLY:**

To apply please visit our website: <http://www.galvestoncountytexas.gov/hr/Pages/Jobs-Online.aspx> and fill out our online application or apply in person at 722 Moody, 3rd Floor Human Resources Office.

**QUALIFICATIONS/REQUIRED SKILLS**

- High School Education/GED
- MUST HAVE 1+ years of experience in customer service
- Previous experience working with the senior population preferred
- Exceptional oral and written communication skills
- Ability to work as a team player with other staff in the office
- Must be able to work with the public while delivering exceptional customer service
- Must have food handler's permit or the ability to obtain within 6 months of hire.
- CPR/1st Aid Certification required or the ability to obtain within 6 months of hire.

**Preferred Skills (NOT REQUIRED):**

- Bilingual
- Intermediate computer skills
- Past experience as an activity assistant
- CPR/First Aid Certification
- Food handler Certification

**RESPONSIBILITIES INCLUDE**

- Monitors calendars for daily events.
- Sets up for activities, including arts and crafts, health education, and other programs.
- Receives donations for congregate meals.
- Maintains documentation of meals served.
- Serves lunch to seniors.
- Cleans facilities following activities and meals.
- Serves at various Center locations as assigned.
- Responsible for answering the phone and making telephone reassurance calls to clients.
- Supervises the center in the absence of supervisor.
- Able to report regularly for work and be on time and Performs other duties as assigned by supervisor.

**Date Posted:**

**5/24/2016**

**ADA/Equal Employment Opportunity Employer/VETS WELCOME**